



**DEPARTMENT OF THE NAVY**  
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WASHINGTON, DC 20350-2000

OPNAVINST 11320.23F CH-2  
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28 May 2004

OPNAV INSTRUCTION 11320.23F CHANGE TRANSMITTAL 2

From: Chief of Naval Operations

Subj: SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICE  
PROGRAM

Encl: (1) Revised pages 3, 4, 5, 6, 9, 10, 12, 13, 14, 15, 20, 24, 28, 37 and 38

1. Purpose

a. To update responsibilities for the Navy-wide shore activities fire protection and emergency services program reflecting the establishment of Commander, Navy Installations on 1 October 2003.

b. To update or eliminate requirements for certain fire reports and to delete references to obsolete Area Fire Marshal positions.

2. Action. Remove pages 3, 4, 5, 6, 9, 10, 12, 13, 14, 15, 20, 24, 28, 37, 38, 39, 40 and 41 of enclosure (1) and replace with enclosure (1) of this change transmittal.

C. E. WEAVER  
By direction

Distribution:  
(Same as basic)

OPNAV INSTRUCTION 11320.23F

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- Ref: (a) DoDI 6055.6 OF 10 Oct 2000, DoD Fire and Emergency Services Program (NOTAL)
- (b) National Fire Protection Association, National Fire Codes (NOTAL)
  - (c) Unified Facilities Criteria 3-600-01 of 17 Apr 2003
  - (d) DoD 6055.6-M Department of Defense Fire and Emergency Services Certification Program, Dec 95 (NOTAL)
  - (e) DoDI 4000.19 Interservice, Interdepartmental, and Interagency Support of 9 Aug 95 (NOTAL)
  - (f) International Fire Service Training Association (IFSTA) Training Manuals (NOTAL)
  - (g) 29 CFR 1910.146 Permit-Required Confines Spaces (NOTAL)
  - (h) Commission on Fire Accreditation International Fire and Emergency Services Self Assessment Manual (NOTAL)
  - (i) 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (NOTAL)
  - (j) NATOPS U.S. Navy Aircraft Fire Fighting and Rescue Manual NAVAIR 00-80R-14 (NOTAL)
  - (k) Uniform Building Code, International Conference of Building Officials (ICBO) Uniform Building Code (NOTAL)
  - (l) NAVFAC MO-117 Maintenance of Fire Protection Systems (NOTAL)

Encl: (1) Shore Activities Fire Protection and Emergency Services Program Manual

1. Purpose

- a. Issue enclosure (1) which establishes policies, standards, guidance, and responsibilities for the Navy-wide Shore Activities fire Protection and Emergency Services Program.
- b. To implement reference (a) within the Navy.

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## CHAPTER 1

### GENERAL INFORMATION

1-1. Fire Protection Policy. Each Navy region and installation shall establish and maintain a Fire Protection and Emergency Services Program incorporating the following elements:

- a. Fire prevention and public fire education
- b. Fire protection engineering
- c. Fire suppression
- d. Emergency response including emergency medical service, hazardous materials emergency response, disaster response, and specialized rescue response
- e. Fire protection systems maintenance
- f. Cost-effective use of fire protection resources

1-1.1 Base Realignment Closure (BRAC) Installations. Closed Navy installations assigned to caretaker status under the BRAC Act, which are not protected by a Federal fire department, are exempt from these instructions. The BRAC Program Coordination Office, Naval Facilities Engineering Command (NAVFACENGCOM) provides specific fire protection policy guidance for these installations.

1-2. Objectives. The Navy Fire Protection and Emergency Service Program's fundamental objectives are to prevent loss of life, injury to personnel, and damage to Government property resulting from fires and other emergencies and to provide cost-effective fire prevention, fire protection engineering, and emergency response services.

1-3. Standards and References. The Navy adopted the National Fire Protection Association's (NFPA) National Fire Codes (reference (b)), and Unified Facilities Criteria 3-600-01, (reference (c)), as minimum fire protection criteria.

1-4. Exceptions. CNO can approve exceptions to the policies in this instruction consistent with applicable laws and regulations. Exceptions to the fire department staffing requirements require the approval of Secretary of the Navy. All requests for exceptions shall be fully justified and include a current risk analysis. Forward requests for exceptions and supporting justification to Commander, Navy Installations (CNI).

1-5. Funding. Funds for labor, materials, equipment, and contracted services for fire and emergency services and fire protection engineering are normally allocated from Operations and Maintenance (O&M) appropriations. When justified and available, supplemental funding will be provided for life safety upgrades, protecting mission critical facilities, Fire Department training and equipment, training facilities, fire station upgrades, emergency medical services, hazardous materials emergency response programs, special studies, and initiatives.

1-6. Cost Reporting. The Fire Department Operating Cost Data Report has been superseded by the data calls associated with the annual POM /PR submission and Capabilities-based Budgeting process. Installations and regions are directed to submit accurate and timely data.

1-7. Responsibilities

a. CNO. CNO is directly responsible to SECNAV for organizing, administering, training, and ensuring the efficiency and readiness of all Navy programs. The Fire Protection and Emergency Services Program are included in these overall responsibilities.

b. Commander, Navy Installations (CNI). CNI will administer this program for the CNO and has authority and responsibility to develop detailed policy and implement direction for Navy-wide fire and emergency services (F&ES) functions assigned in reference (a). CNI will also ensure all F&ES and fire protection engineering functions are performed as required.

c. Regional Commander (RC). The primary mission of the RC is to provide base operating support and other services within their respective geographic area. RCs are responsible for establishing and maintaining an effective F&ES program at the region under their command.

d. Installation COs. Installation COs and Officers in Charge (OICs) of shore activities shall prepare local fire protection regulations and instructions implementing this instruction at their installation.

e. Regional or Installation Fire Chief. The Regional or Installation Fire Chief serves as the senior F&ES manager and technical representative to the RC or installation CO. The Fire Chief shall be certified as Fire Officer IV, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command per reference (d). The Fire Chief is responsible for the direct management and organization of the fire department and should report to the RC or CO as a department head/program manager, and shall be the Authority Having Jurisdiction (AHJ) on matters pertaining thereto. Regional Fire Chiefs are members of the Navy F&ES Advisory Board, providing technical advice to CNI.

f. Fire Department. Navy fire departments shall be organized in accordance with NFPA 1201, "Recommendations for Developing Fire Protection Services for the Public", (reference (b), and staffed and equipped to meet the F&ES standards outlined in this instruction. Fire departments provide service to the installation and to the surrounding jurisdictions through mutual or automatic aid agreements. Core functions fire departments perform include: fire suppression, fire prevention, public fire safety education, fire service training, hazardous materials emergency response, rescue, and emergency response to natural and man-made disasters. Fire department personnel shall be properly trained and become certified in per reference (d).

1-8. Reserve Activities. Reserve Activity COs are responsible for establishing and maintaining an effective Fire Protection and Emergency Services Program at the activities and facilities under their command. Because outside forces generally provide emergency response services, the F&ES Program shall focus on fire prevention practices. Activity COs shall ensure emergency response agreements are in place with outside municipal, district, or government agencies to provide emergency response services.

1-9 Naval Facilities Engineering Command Fire Protection Engineers. The fire protection engineering staff provides fire department services to the Navy shore establishment worldwide. These services include but are not limited to design, consultation, engineering surveys; life safety, and building code analysis, construction management, and support. Other services include interpreting and enforcing design, construction, and maintenance criteria, as well as the National Fire Codes, the Life Safety Code, and the Uniform Building Code. In this capacity, COMNAVFACENGCOM's fire protection engineers are the authority having jurisdiction (AHJ) for the fire protection engineering matters related to design, construction, maintenance, and life safety.

1-10. Commander, Naval Safety Center. The Naval Safety Center is responsible for collecting, analyzing, and providing fire and emergency incident report data.

1-11. Host-Tenant Relationships

a. Adherence to the Navy installation's fire protection and emergency services standards is required for tenant commands aboard Navy installations. Navy tenants of other DoD installations will adhere to the host's fire and emergencies services standards and use this instruction as guidance in conjunction with the host's standards.

b. Fire protection and emergency response support is host tenant relationships are described in reference (e) and documentation in a Memorandum Of Understanding (MOU) for DON tenants and an Inter-Service Support Agreement (ISSA) for non-DON tenants. There is no requirement to document intraservice support (Navy host and Navy tenant) in an ISSA although the same guideline apply.

1-12. Action. Installations shall implement this instruction immediately.

## CHAPTER 2

### FIRE PROTECTION AND EMERGENCY SERVICES MANAGEMENT

2-1. Requirements. The requirements herein are minimum requirements and should not be reduced until all available alternatives to eliminate deficiencies have been exhausted. In determining the fire protection and emergency services requirements, the following factors shall be considered:

- a. Strategic importance and mission criticality of the installation to the overall Navy Mission
- b. Degree of fire and life safety hazards
- c. Value at risk (facilities, equipment, and contents)
- d. Extent of automatic protection provided
- e. Availability of outside support
- f. Emergency response requirements, including emergency medical services, hazardous materials response, specialized rescue, and disaster response (including acts of terrorism).

2-2. Classification. A Fire Protection and Emergency Services Program classification system shall be used to determine the protection level required at a Navy installation. The classification rating is based on the factors discussed in paragraph 2-1 and assigned by CNI.

a. Class A: The installation has high strategic importance and is critical to the Navy's military readiness. The property and equipment value is high and significant life safety hazards are present. Class A installations require a fire fighting and emergency services force, which meets the response criteria of reference (a).

(1) Class A-1: A fully staffed onsite, firefighting force is provided with partial or no credit allowed for mutual aid fire departments.

(2) Class A-2: Full credit is given to off-station firefighting, and emergency service forces. The installation has no organized Navy fire department.



b. Class B: The installation does not require an organized Fire Department because of its size, location, availability of outside forces, or reduced strategic importance. Class B installations may establish an on-site fire brigade where outside forces are not available.

(1) Class B-1: Fire, and emergency services are available from an outside source such as the local municipality.

(2) Class B-2: No Fire Department is available; total assumption of risk.

2.3. Emergency Response. Fire stations shall be strategically located to ensure primary response of fire apparatus to an announced structural fire and consists of two engines and a ladder company. A third engine company or Aircraft Rescue and Fire Fighting (ARFF) company may be dispatched to perform truck company work when an aerial ladder is not available. One- and two-engine company fire departments shall develop plans to include mutual aid response to meet these requirements. CNI may approve exceptions to this requirement when mutual aid is not available or does not compare favorably with DoD criteria.

2.4. Travel Time. The first arriving structural fire apparatus shall arrive within 5 minutes to 90 percent of all structural alarms, and remaining units shall arrive within 10 minutes to 90 percent of all alarms. Maximum travel times do not apply to specialized fire apparatus and hazardous materials emergency response vehicles.

2.5. Outside Assistance. The number of emergency response personnel, and equipment needed to any installation depends on the availability of equivalent firefighting forces available from outside sources. Credit for outside sources shall be permitted on a company-by-company basis when the outside sources compare favorably to the standards prescribed in this instruction. For Class A-1 installations, outside sources should not exceed one half of the total company requirements unless the activity is located within or adjacent to a large municipality.

2-6. Fire Department Staffing. Staffing standards for management and administration, fire prevention, and emergency response personnel are established in reference (a). Emergency response staffing standards are based on full-time career personnel working 72 hours per week on 24-hour shifts. The number of emergency response personnel authorized in each fire department is based on the number and types of emergency vehicles needed to meet fire flow and travel time standards. Intermittent emergency response personnel programs may be established to provide staffing and leave management. The number of fire prevention personnel authorized is based on an installation's size. The administrative and management authorizations are based on the Fire Department's size. On a case-by-case basis, CNI may approve cross staffing of aircraft rescue and fire fighting and other specialized vehicles from structural or Aircraft Rescue and Fire Fighting vehicles.

Bilingual capability is required at overseas locations. Consolidating all emergency communications systems is recommended. The number of on duty communications operators required shall be in accordance with NPFA 1221, "Standard for the installation, Maintenance and Use of Public Fire Service Communications Systems", (reference (b)).

2-11. Fire Department Consolidation and Regionalization. Where two or more shore activities are contiguous or in close proximity, or within a 50-mile radius, individual fire departments shall be consolidated under the administrative and operational control of a single command. Regional fire department functions, for departments outside the 50-mile radius, can be consolidated if at least one of the following can be achieved, and the senior fire employee retains a reporting relationship with the installation CO:

- a. Routine emergency response of fire and emergency services apparatus between activities
- b. Significant cost savings documented by an in-depth cost analysis
- c. A more efficient or effective organization, increased production or level of protection, but without an increase in resources.
- d. Where consolidation is impractical, administrative and resource support functions such as budget, payroll, personnel, and central procurement of personal protective clothing, equipment, tools, appliances, and fire apparatus should be regionalized.

Where two or more government activities are in close proximity, consolidation via inter-agency agreement shall be pursued if items a, b, or c above can be affected. CNI shall review fire department consolidation and regionalization plans prior to implementation to ensure compliance with appropriate public laws and DOD regulations.

2-12. Fire Department Facilities. Fire stations shall provide a safe and healthy environment for personnel who occupy the facility on a 24-hour basis. Facilities shall be designed, and planned in accordance with MIL-HDBK- 1190 and MIL HDBK-1024/1. The Department of the Army Design Guide for Fire Stations and the Air Force fire Station facilities design guide provide additional guidance for fire station design.

2-13. Fire Department Vehicles and Support. Fire Department emergency vehicles shall be programmed and purchased via CNI. Support vehicles shall be provided for command and fire prevention personnel through the installation Public Works Transportation Department or the regional Public Works Center. Emergency vehicles are authorized to have appropriate emergency lights, warning devices, radios, and communications equipment installed.

Emergency vehicles shall be maintained on a scheduled basis and repairs completed promptly to ensure they are reliable and ready for service. Activity fire departments assigned an aerial ladder truck and three or more pumper companies shall replace the aerial ladder, and one pumper with a Quint ladder apparatus. CNI may approve exceptions to this requirement. Based on need, reserve apparatus shall be equipped and maintained in a ready status as backup to primary apparatus. The reserve apparatus may be used for training and readiness exercises. During emergencies, recalled off duty fire fighters or auxiliaries may place these apparatus in service and staff them. Fire departments shall not routinely operate or staff reserve apparatus as in-service units. In evaluating the need for a reserve pumper or pumpers (including ARFF vehicles), consideration shall be given to any reserve equipment that would be available on temporary loan from other naval activities in the area. The maximum authorizations for reserve apparatus are as follows:

- a. For 1-4 in service engine/ARFF companies, one reserve pumper/ARFF unit is authorized
- b. For 5-9 in service engine/ARFF companies, two reserve units are authorized
- c. For 10 or more in service engine/ARFF companies, three reserve units are authorized
- d. No reserve units are authorized for aerial ladders or other special category units unless approved by CNI.
- e. Reserve vehicle requirements for large consolidated fire departments will be determined on a case-by-case basis.

2-14. Automated Information Systems (AIS). AIS support is required for fire departments to maintain incident reports, personnel records, training records, equipment inventories, physical fitness tests and fire prevention inspection reports. The National Fire Incident Reporting System (NFIRS 5.0) requires preparing and transmitting reports via electronic media.

2-15. Technical Resources. Fire departments shall maintain a library of current directives, codes, publications, training materials, and orders to manage the fire protection and emergency services program. Training materials shall include the "International Fire Service Training Association" manuals (reference (h)) to support employee participation in the DoD Fire and Emergency Services Certification Career Development Courses.

2-16. Mutual and Automatic Aid Agreements. Fire Departments are encouraged to enter into mutual and automatic aid agreements with surrounding jurisdictions when it is in both parties' best interests. In the absence of formal mutual or automatic aid agreements, installation COs may give emergency assistance when such assistance is deemed to be in the best interest of the United States and the Navy. Regional and installation Fire Chiefs serve as the technical authority on mutual aid agreements and provide technical assistance to installation commanders.

2.17. Emergency Medical Services. Fire departments shall provide first responder emergency medical service at Navy installations. While Navy medical personnel remain the primary emergency medical services (EMS) providers, Navy Fire Departments shall supplement and reinforce the EMS system. Fire departments may provide ambulance services when it will increase the EMS system effectiveness and will not seriously compromise other fire protection and emergency service missions. On a case-by-case basis, CNI may approve cross staffing of ambulances from structural or airfield fire vehicles.

2.18. Hazardous Materials Emergency Response Services. Fire departments shall provide first responder hazardous materials emergency services in coordination with the Installation Oil/Chemical Spill Contingency Plans. Fire departments with three or more staffed companies may develop Hazardous Materials Incident Response Teams capable of Level 3 response in accordance with NFPA 471 "Recommended Practice for Responding to Hazardous Materials Incidents" (reference (b)). Fire departments with less than three staffed companies may develop Hazardous Materials Incident Response Teams when trained personnel are provided from other installation departments or through regional mutual aid organizations.

2-19. Specialized Rescue Services. Fire departments shall provide specialized rescue services (water rescue, dive rescue, heavy rescue, confined space rescue) when hazards at the installation require these capabilities. Confined space rescue requirements shall be in accordance with 29 CFR 1910.146 "Permit-Required Confined Spaces" (reference (f)).

2-20. Fire Department Recognition. Fire departments are encouraged to acknowledge, and reward outstanding personnel, heroic actions, and innovative programs. Fire departments are requested to participate in the annual Department of Defense (DOD) Fire, and Emergency Services Awards Program and the Operation Life Safety Program.

2-21. Fire Department Occupational Health and Safety Program. Fire departments shall provide an Occupational Health and Safety program. The program shall be in accordance with NFPA 1500, "Standard on Fire Department Occupational Safety and Health Program" (reference (b)), and shall include infectious disease control programs, medical requirements, and examinations, training, and physical fitness programs.

2-22. DOD Fire Department Accreditation Program. CNI administers and maintains the fire department self-assessment and accreditation program for all DoD fire departments as established in reference (a).

2-23. Fire Department Self Assessment. Installation fire departments shall complete the Commission on Fire Accreditation International (CFAI) self-assessment using "Commission on Fire Accreditation International Fire & Emergency Services Self-Assessment Manual", reference (h).

2-24. Fire Department Accreditation. Fire departments shall complete the Commission on Fire Accreditation International Self-Assessment process and obtain and maintain accreditation per established accreditation policies as required in reference (a).

2-25. Fire Department Peer Assessment. CNI shall coordinate fire department peer assessments with the CFAI, validate peer assessment and annual self assessment status reports, review the Fire Department's progress in maintaining accreditation status, training and compliance with references (a) and (d).

## CHAPTER 4

### FIRE DEPARTMENT OPERATIONS

4-1. Structural Fire Response. Ensure the initial response of primary fire apparatus to an announced structural fire consists of two engine companies and a ladder company. A third engine company or Aircraft Rescue Fire Fighting (ARFF) company may be dispatched to perform truck company work when a ladder company is not available. Fire departments shall develop plans to include mutual aid response to meet these requirements.

a. CNI is authorized to waive the structural fire response requirements at small, remote installations where mutual aid does not compare favorably with Navy requirements.

b. Fire departments with water tower-equipped engine companies shall establish flexible response procedures to utilize the water-tower equipped engines as either an engine or a ladder company.

4-2. Aircraft Rescue Fire Fighting Response. Reference (j), NAVAIR 00-80R-14 "U.S. Navy Aircraft Firefighting and Rescue Manual," provides Navy policy for aircraft rescue firefighting operations supporting Navy aircraft. ARFF companies shall be dispatched on a first alarm assignment to deliver the required fire flow to all aircraft incidents. Structural fire companies shall be dispatched on announced aircraft emergencies to support ARFF operations.

4-3. Hazardous Materials Emergency Response. Fire department initial response to hazardous materials emergencies shall be in accordance with the Installation Oil/Chemical Spill Contingency Plan. All fire departments shall be able to recognize hazards, isolate areas, evacuate personnel, identify substances and establish incident command. Hazardous materials incident response teams shall have the capability of Level A entry for rescue, material identification, control, containment and mitigation. Fire departments shall not be responsible for hazardous materials cleanup and disposal.

4-4. Emergency Medical and Rescue Response. Fire departments shall be prepared and equipped to respond to medical and rescue emergencies and promptly extricate and treat victims. Medical emergencies shall be handled in accordance with appropriate emergency medical protocols.

4-5. Wild Land Fire Response. Fire department response to wild land fires shall be in accordance with the installation fire bill. The fire department response shall ensure, to the greatest extent possible, that the wild land fire does not leave the installation boundaries.

5-8. Family Housing. A fire prevention orientation program shall be provided for all new housing occupants. Housing units may be inspected when requested by the occupants, during changes in occupancy, or when directed by the installation CO. Inspections shall include fossil fuel fired heating systems and operational readiness of carbon monoxide detectors.

5-9. Contractor Operations. Fire prevention personnel shall attend pre-construction meeting to coordinate fire prevention requirements with the installation contractors. Fire prevention personnel shall monitor all construction projects, repair and maintenance work, and service contract work. Unsafe conditions shall be reported promptly to the contracting officer.

5-10. Installation Fire Warden Program. Each installation department shall designate a fire warden to help execute the fire prevention program. The fire warden may appoint additional fire wardens for designated buildings and facilities. Fire wardens are responsible for the day-to-day fire prevention regulations within their designated buildings and facilities. The fire warden shall inform the fire chief in writing of additional personnel assigned as a fire warden. All fire wardens shall receive fire prevention training from the fire prevention staff.

5-11. Fire Investigations. All fires shall be investigated by the fire department, per reference (b), NFPA 921, "Guide for Fire and Explosion Investigations," to determine probable origin and cause and to reveal lessons learned to support local fire protection improvements. Fires exceeding the local investigation thresholds shall be reported promptly through the chain of command. Fire investigations shall be conducted in accordance with Chapter 7 of this instruction. Fires that may involve criminal activity shall be reported promptly to the Naval Criminal Investigative Service.

## CHAPTER 7

### REPORTING AND INVESTIGATIONS

7-1. Fire and Emergency Incident Response Reporting. Prepare and submit Fire and Emergency Incident Response Reports for all fire and emergency incident responses within 14 days of the incident. Prepare reports using the National Fire Incident Reporting System (NFIRS) Version 5.0 software, and submit to the U.S. Fire Administration via modem or diskette. For installations where outside forces provide emergency response services, a copy of the outside agency's incident response report will satisfy the reporting requirement.

7-2. Initial Fire Incident Reports. Prepare an initial message report within 24 hours for all fires or related emergencies that cause damage of \$1 million or more, are of unusual origin, or result in loss of life or serious injury to personnel. The initial Fire Incident Report format is included in Appendix B.

7-3. Fire Investigations. Immediately report fires involving loss of life, multiple serious injuries, property damage estimates exceeding \$1 million, fire protection systems failure, fire bombings, fire sabotage or critical operations or incidents where an independent investigation is in the best interest of the Navy to CNI via the chain of command. Where deemed appropriate by the regional fire chief or CNI, the fire will be investigated and a report prepared by the investigating official. Investigations by CNI are also authorized for incidents where expert cause and determination is required as a basis for criminal investigation.



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## APPENDIX B

### INITIAL FIRE INCIDENT REPORT SAMPLE MESSAGE

Use this format to report (within 24 hours) all fires or related emergencies causing damage of \$1 million or more, are of unusual origin, or result in loss of life or serious injury to personnel. Where the requested information is not applicable or not relevant to the analysis of the fire, insert "not applicable."

(Precedence-Priority)

FROM: REPORTING INSTALLATION

TO: CNI WASHINGTON DC //00/01/COS/N9//

INFO: CHAIN OF COMMAND  
LANTNAVFACENGCOM NORFOLK VA//09BF//

UNCLAS //N05102//FOUO (Normally unclassified unless classified information must be included, then label accordingly.)

MSGID/GENADMIN/MSG ORIG/SER NUMBER/MONTH//

SUBJ/INITIAL FIRE INCIDENT REPORT (REPORT SYMBOL DD-11320-04)//

REF/A/DOC/CNO//

AMPN/OPNAVINST 11320.23F NAVY SHORE ACTIVITIES FIRE PROTECTION AND  
EMERGENCY SERVICES PROGRAM//

NARR/FOR OFFICIAL USE ONLY. THIS IS A GENERAL USE SAFETY REPORT TO  
BE USED ONLY FOR SAFETY PURPOSES//

POC/NAME/RANK/PRIMARY PHONE/-/LOCATION/SECONDARY PHONE//

RMKS. PER REF A, THE FOLLOWING INFORMATION IS SUBMITTED:

ALPHA:

1. UIC OF REPORTING ACTIVITY:
2. LOCAL DATE AND TIME FIRE OCCURRED:
3. LOCAL DATE AND TIME FIRE UNDER CONTROL:
4. GEOGRAPHICAL LOCATION: (Include city and state, and whether on or off Navy property. If on Navy property, give name, UIC of installation where fire occurred.)

BRAVO: FIRE RELATED INJURIES:

1. NAME/SSN/AGE/SEX: (If more than one person is injured, information in this section must be specific as to who is being described. Repeat items 1 through 3 for each individual.)
2. RANK AND DESIGNATOR, OR RATE AND NEC, OR JOB TITLE, SERIES AND GRADE:
3. FATALITY OR EXTENT OF INJURY/ILLNESS: (Specify fatality, percentage of body burned, degree of burns, fractures, smoke inhalation, etc.)

CHARLIE: MATERIAL PROPERTY DAMAGE

1. TYPE OF PROPERTY: (Structural, agricultural, automobile, ship, aircraft, etc.)
2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY:
3. ESTIMATED COST TO REPAIR OR REPLACE NON-DOD PROPERTY:
4. FIRE EQUIPMENT DAMAGED: (Fire apparatus, support equipment, etc.)

DELTA: NARRATIVE: State as much amplifying information as available. Include chain of events leading up to, through, and subsequent to the fire.